

CASEFILE STATUS & ROUTING SHEET



Employer: _____ VOSH-1 No.: _____
Site Address: _____ Opt. Rpt. No.: _____
_____ ZIP: _____ CSHO Name: _____
Site Telephone: () _____ Office: _____
Mailing Address: _____ Region: _____
_____ ZIP: _____ Supervisor: _____
Employer Rep: _____ Insp. Type: _____
Title: _____ Confidential/Trade Secret? ___ Yes ___ No
Telephone: () _____ Copy of Citation to Employer Rep? ___ Yes ___ No
Send Citations to Mr., Mrs. : _____
(If other than Emp. Rep.) Title: _____
Address : _____

Employee's Rep: _____ Union Name: (No abbreviation) _____
Job Title : _____
Union Position : _____ Local Number: _____
Home Address : _____ Address of Local: _____
(If applicable) _____
_____ ZIP: _____ Telephone: () _____

Send a copy of Citation to Employer Representative? ___ Yes ___ No Citation Issue Date: _____
Opening Conference Date: _____ Closing Conference Date: _____
Number of Working Days CSHO has had Case File: _____ Number of hours CSHO has worked on Case File: _____
(NOTE: Include Opening Day and Day Released to Supervisor.)

CASE FILE ROUTING & PROCESSING

(List dates, names and actions taken by all individuals involved with the Case File.)

Date Initiated	Name	Action Taken	Date Completed	Initials
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Casefile Folder Organization of Non-Significant Cases

(for casefile organization of Significant Cases refer to Chap. III, A. 1.m. of the VOSH FOM)

Contents (Left-hand side of folder)

Section I

Case Diary Log
Narrative
Citations

Section III

“Last Day to Contest” Letter to Employer
Post Citation Correspondence
Failure to Abate
Notice of Contest
Commonwealth Attorney Contest Notice
Inspection Record Update (OSHA Form 167- I)
Informal Conference Worksheet
Informal Settlement Agreement
Expedited Informal Settlement Agreement
Corrective Actions/Abatement Verification

Contents (Right-hand side of folder)

Section II

Routing Sheet
File Review Notes
Exhibits - Tabbed:
Interview Statements
VOSH 1-B s
Sketches, Diagrams, Etc.
Medical/Police reports
Pre-Citation Correspondence
Inspection History
Inspection Notes
Photos/Video Tape Reference

RESULTS OF CASE REVIEW:

Reviewer's Initials/Date:

Offered Expedited Informal Settlement:

1. ☐ No Changes Necessary

____ / ____

☐ Yes ☐ No ☐ N/A

2. ☐ Minimal Changes

____ / ____

Penalty: Initial: \$ _____

3. ☐ Revised, See Notes in Sect.II*

____ / ____

EISA Offer: \$ _____

Comments: _____

***CSHO Reviewed Notes In Sect. II:**

Signature: _____ *Date:* _____

INFORMAL CONFERENCE RESULTS: ISA Accepted: ☐ Yes ☐ No ☐ Undecided Revised Penalty Due: \$ _____

Payment Plan: ☐ Yes ☐ No # of Months: _____ X's (Amt. Paym't) _____ Last Payment Date: _____

CONTEST DATA: Last Day to Contest: _____ LDC Reminder: Faxed on: _____ or,
Mailed on: _____

Additional Notes: _____

